OFFICE OF COMMUNICATIONS

Electronic Engineer

Grade	Type of Position	Internal Training	External Training
13	Deputy Area Eng. Base Station Eng. Hqs. Unit Chief Senior Project Eng.	Management Seminar Advanced Intelligence Seminar Midcareer Course Senior OC Overseas Orientation	Armed Forces Staff Sch. Intensive Tech. Seminar
12	Project Eng. Hqs. Staff	Info Science for Managers Midcareer Course Senior OC Overseas Orientation	Intensive Tech. Seminar
11	Project Eng. Hqs. Staff Technical Writer	EDP Orientation Agency Today and Tomorrow Effective Writing EEO Seminar	Intensive Tech. Seminar
10	Hqs. Staff	Skills Training (New devices or technology applications, study as appropriate) Administrative Directorate Review (Trends and Highlights) EEO Seminar	Commercial and Academic Management Training Technical Training Intensive Tech. Seminar
09	Hqs. Staff	Skills Training (New devices or technology applications, study as appropriate) Practical Supervision for OC or Fundamentals of Supervision and Mgmt. Practical Writing for OC Managerial Grid EEO Seminar	Commercial and Other Agency Tech. Training (As appropriate) Correspondence Courses Intensive Tech. Seminar
08	Hqs. Staff	Skills Training (New devices or technology applications, study as appropriate)	Special Equipment Courses (As appropriate)
07	Hqs. Staff	Panel E Orientation	BSEE (Prerequisite)

1

Electronic Specialist (N)
Electronic Technician (N)
Training Developmental Profile

Grade	Type of Position	Internal Training	External Training
13	Hqs Section Chief Electronic Specialist/ Supervisor Career Mgmt. Officer Communications Officer Instructor/Chief Rotational Assignment	Management Seminar [1] Advanced Intelligence Seminar Technical Skills [3]	Foreign Affairs Executive Seminar Armed Forces Staff Schools [1]
12	Electronic Specialist/ Supervisor Hqs Staff Officer Career Mgmt. Officer Instructor Electronic Specialist Rotational Assignment	Midcareer Course [1] Career Counseling Info Science for Managers II Survey of Financial Management Fundamentals of Budgeting Accounting Control Applied Financial Management Technical Skills [3] Management by Objectives	See footnotes
11	Electronic Specialist Instructor	Agency Today & Tomorrow [2] Instructor Training Workshop Writing Better Reports Practical Supervision for OC *or* Fundamentals of Supervision & Management Administrative Directorate Re- view, Trends & Highlights Security Safety Course Technical Skills [3] EEO Seminar	See footnotes
10	Electronic Technician	(OC has no GS-10 Electronic Technician positions)	
09	Electronic Technician (Journeyman level)	Practical Writing for OC *or* Effective Writing OC Reorientation Technical Skills [3] OC Satellite Correspondence Course	See footnotes
08	Electronic Technician (Apprentice level)	Personnel Overseas Orientation Course Security Briefings for Overseas	
07	Electronic Technician (Trainee)	OC Electronic Technician Course Agency and Office Orientation Program	

Electronic Technicians are normally hired and trained at the GS-07 grade. Requirements for the EOD Electronic Technician are:

(b) Two year technical school graduate or equivalent experience.

(c) Willing to perform TDY assignments of 60–90 days and to work shifts, including weekends and holidays.

(d) Have a good knowledge of electronics, electronic communications, solid state electronics, data communications, and test equipment techniques.

Promotion to GS-08 is made after one year employment with satisfactory performance. Promotion to GS-09 is two years after promotion to GS-08 with satisfactory performance. Promotion beyond the GS-09 level is based on a competitive evaluation of all employees of the same grade and specialty with promotions to available positions made from the competitive evaluation list. Promotion from GS-10 to GS-11 is 6 months after promotion to GS-10, dependent upon satisfactory performance.

(1) These courses are offered on a quota basis. Office of Communications careerists are nominated by the OC Career Subgroup Board. In some cases final selection is made by the Office of Training Selection Board or the Directorate Senior Training Officer.

(2) This course should be scheduled approximately every 5-6 years throughout the employee's career.

(3) Technical Skills refer to courses offered by the Office of Communications training school. These courses are in systems, equipment, and skills required to meet job requirements. Details of the courses available are published in

External Training Footnotes

All external training must be related to present or future job requirements. The following specific types of external training are available to all employees of GS-09 grade or higher:

Commercial technical and operational training. This training is in response to specific office needs to operate and maintain communications equipment and systems that have not been incorporated in the training curriculum of the Office of Communications training school.

Correspondence training in technical and non-technical skills is encouraged. The Office of Communications publishes a Correspondence Course Catalog listing training that is considered job-related. Other correspondence training courses not listed in the catalog are considered on a case-by-case basis.

Academic training is encouraged in developmental fields such as Mathematics, Sciences, English, Administration, Management, and Political Science on a part-time (after duty-hours) basis. Such training as is deemed job-related may be sponsored by the office. Full-time academic training *MUST* be in direct response to office needs and must be approved by the OC Career Subgroup Board, the Director of Communications and Deputy Director for Administration.

Telecommunications Specialist (T)
Training Developmental Profile

Grade	Type of Position	Internal Training	External Training
13	Hqs Section Chief Deputy Chief, Base Station Sr. Communications Officer Operations Officer Career Mgmt. Officer Educational Officer Rotational Assignment	Management Seminar [1] Advanced Intelligence Seminar Technical Skills [3]	Foreign Affairs Executive Seminar Armed Forces Staff Schools [1]
12	Hqs Staff Officer Sr. Communications Officer Watch Officer Operations Officer Instructor Career Mgmt. Officer Rotational Assignment	Midcareer Course [1] Career Counseling Info Science for Managers II Introductory Operations Course Management by Objectives Survey of Financial Management Fundamentals of Budgeting Accounting Control Applied Financial Management Technical Skills [3]	See footnotes
11	Watch Officer Watch Supervisor Instructor Communications Officer	Agency Today & Tomorrow [2] Instructor Training Workshop Managerial Grid Writing Better Reports Technical Skills [3]	See footnotes
10	Watch Supervisor Communications Officer	Equal Employment Opportunity Seminar Practical Supervision for OC or Fundamentals of Supervision & Mgmt. Administrative Directorate Review, Trends & Highlights Security Safekeeping Equipment Security Safety Course Technical Skills [3]	See footnotes
09	Telecommunications Specialist (Journeyman level)	EDP Orientation Practical Writing for OC or Effective Writing Technical Skills (3) OC Satellite Correspondence Course OC Reorientation	See footnotes
08	Telecommunications Specialist (Apprentice level)	Technical Skills [3] Personnel Overseas Orientation Course Security Briefings for Overseas	
07	Telecommunications Specialist (Trainee)	OC Telecommunications Specialist Course Agency and Office Orientation Program	

Telecommunications Specialists are hired and trained at the GS-07 grade. Requirements for the EOD TCS are:

(a) Medically qualified and personally willing to serve overseas.
(b) Radiotelegraph operating experience with the ability to send and receive Morse code at 12 groups-per-minute.
(c) Ability to touch-type at a minimum of 30 words-per-minute.
(d) Basic understanding of the fundamentals of radio including knowledge of radio theory and electronic technology.

Promotion to GS-08 is made, dependent upon satisfactory job performance, after one year employment. Promotion to GS-09 is two years after promotion to GS-08 with satisfactory job performance. Promotion beyond the GS-09 level is based on a competitive evaluation of all employees of the same grade and specialty with promotions to available positions made from the competitive evaluation list.

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(1) These courses are offered on a quota basis. Office of Communications careerists are nominated by the OC Career Subgroup Board. In some cases final selection is made by the Office of Training Selection Board or the Directorate Senior Training Officer.

(2) This course should be scheduled approximately every 5-6 years throughout the employee's career.

(3) Technical Skills refer to courses offered by the Office of Communications training school. These courses are in systems, equipment, and skills required to meet job requirements. Details of the courses available are published in

External Training Footnotes

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Academic training is encouraged in developmental fields such as Mathematics, Sciences, English, Administration, Management, and Political Science on a part-time (after duty-hours) basis. Such training as is deemed job-related may be sponsored by the office. Full-time academic training *MUST* be in direct response to office needs and must be approved by the OC Career Subgroup Board, the Director of Communications and Deputy Director for Administration.

OFFICE OF LOGISTICS

DDA/OL
Developmental Profile
Procurement/Contracting Officer

	GS 07–GS 10		GS 11–GS 14		GS 15	
Average Time in Grade Standard (CAT II) Fast Track (CAT I)	GS 7 thru 10 10 yrs GS 7 thru 10 6 yrs		GS 11 thru 14 15 plus GS 11 thru 14 10/12 yrs	Totals 16/18		
	Training	Assignments	Training	Assignments	Training	Assignments
EOD REQUIREMENTS	PROCUREMENT ORIENTED Contract Administration Contract Law Small Purchases Federal Supply Schedules Government Contract Negotiations Defense Contract Negotiation Techniques Defense Cost and Price Analysis Effective Writing		PROCUREMENT ORIENTED Contract Law Contract Administration Government Contract Administration Defense Contract Negotiation Techniques Cost Reimbursement/ Incentive Contracting Defense Termination Settlement Advanced Property Administration Project Officer in Contract Cycle Effective Writing	Procurement/ Contracting Officer PD/OL CPS P&SCS ADPE SPB/SD/OL DDO—Field Station Procurement Agent PD/OL	Modern Pricing Techniques for Procurement Managers Intermediate Executive Course (Computer Technology) Senior Executive Course (Computer Technology) Executive Development IF NOT PREVIOUSLY ATTENDED Managerial Grid Advanced Intelligence Seminar Management Seminar Senior Seminar (GS-15 & up) Info Sci for Mgrs I	Procurement/ Contracting Officer DD/S&T ORD OTS OEL ODAE DC/PD/OL C/GPB/PD/OL C/ADPE/PD/OL C/P&SCS/PD/OL
1. FROM WITHIN OL A. Working towards business degree B. Business acumen C. Effective writer D. EOD GS-7 (Advancement past GS-12 very competitive; will be competing against employees who have one or more degrees.)	AGENCY ORIENTED Logistics Orientation Trends and Highlights Intelligence in World Affairs ADP I Fundamentals of Supervision and Management	Procurement Agent/Asst CPS/PD/OL GPB/PD/OL PMS/OL	AGENCY ORIENTED Managerial Grid Advanced Intelligence Seminar (GS-13 & up) Management Seminar (GS-13 & up) Effective Briefing Mid Career (GS-12-14) Info Sci for Mgrs II	PMS/OL SPB/SD/OL Contract Negotiator PD/OL CMB/PD/OL P&SCS/PD/OL ADPE/PD/OL		
2. NEW EMPLOYEE A. Appropriate B.S. degree— preferably business oriented B. Business acumen C. EOD GS-07		Contract Negotiator P&SCS/PD/OL ADPE/PD/OL DD/S&T OTS, OD&E ORD, OEL	IF NOT PREVIOUSLY ATTENDED Logistics Orientation CIA Today and Tomorrow Trends and Highlights Intelligence in World Affairs ADP I Fundamentals of Supervision and Management EEO Seminar	Contract Officer/ Contracting Team Member PMS/OL DD/S&T OTS, OD&E, ORD, OEL ROTATIONAL ASSIGNMENTS Supply Division/OL		
3. NEW EMPLOYEE A. Business degree w/major in accounting or economics B. M.S. degree (desirable) C. 1-2 years experience in industry D. EOD GS-10 or 11				MG Career Service		

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OFFICE OF MEDICAL SERVICE

Developmental Profile
Medical Technician/Medical Service Specialist
MM Career Sub-Group

GS 09 & 10		GS 11 & 12		GS 13 & 14		GS 15	
Training	Assignments	Training	Assignments	Training	Assignments	Training	Assignments
EOD Training Pgm	Field Medical Technician	Operations Familiarization	Field Medical Technician with Independent Duty	Managerial Grid	Hqs Administrative as Branch Chief	Effective Briefing	Executive Officer
OMS Staff Orientation		Countering Terrorist Tactics		Information Science for Managers I	or equivalent	CIA Senior Seminar	
Intelligence in World Affairs	Hqs Laboratories		Hqs or Field Administrative Position	Midcareer Course	Deputy Division Ch	Advanced Intelligence Seminar	
	Hqs Jr Adminis-trative position	CIA Today & Tomorrow			Division Chief		
Records Management				MBO		Senior Officer School at Harvard, AFSC, Nat'l War College, etc.	
Preparing for Overseas		Fundamentals of Supervision & Management		Writing Better Reports			
Consolidated Security Briefings				Language			
Field Administration		Effective Writing Workshop		Continuing Medical Education			
Language		EEO for Supervisors					
Continuing Medical Education		Language					
		Continuing Medical Education					

Systems Engineering Division
Systems Programmers   OFFICE OF DATA PROCESSING

GS-07-09		GS-10-12		GS-13-14		GS-15-16	
Agency Development Courses	Professional Development Courses	Agency Development Courses	Professional Development Courses	Agency Development Courses	Professional Development Courses	Agency Development Courses	Professional Development Courses
Intelligence In World Affairs	Assembler Language Coding	Fundamentals of Supervision and Management	In-House implemented computer operating system course, e.g.:	Effective Briefing & Writing	Project Management	Advanced Intelligence Seminar	Routine attendance at user groups & conference, e.g.:
Managerial Grid	PL/1 Coding or FORTAN IV Coding	Admin Rev: Trends and Highlights	OS Workshop VS Workshop	Mid-Career	Project Implementation	Executive Seminar	GUIDE
Fundamentals of Supervision and Management	Assembler Language Coding Workshop	EEO for Supervisors	OS/VS Multi-programming Services	Project Officer in the Contract Cycle	Routine attendance at user groups & conference, e.g.:	Mgmt Seminar	SHARE COMTEN Boole & Babbage
	JCL Workshop	Effective Writing	ASP Externals ASP Internals	CIA: Today and Tomorrow	GUIDE SHARE Boole & Babbage	Brookings Institute	ACM VM
	OS Dumps	Mid-Career	Routine attendance at user groups & conferences, e.g.:	MBO Workshop	ACM VM	ICAF	
	OS/VS Programming Assembler	Project Officer in the Contract Cycle	GUIDE SHARE	DDS&T Career Development Course	Advanced Concepts in Data Communications	Senior Seminar	
	Communications Basics	CIA: Today and Tomorrow	COMTEN Boole & Babbage ACM VM		Current Practice in Data Communications		
	VM/370 Workshop	Effective Briefing and Writing	VM/370 Workshop		Advanced VM Internals		
	Introduction to VM/370 Features						
	Introduction to Data Communications Basic Systems & Hardware		Design of Data Communications Systems				
			Introduction to Communications Hardware				
			VM Internals				
	Rotational Assignment within OJCS or to other Agency Components		Rotational Assignment within OJCS or to other Agency Components		Rotational Assignment within OJCS or to other Agency Components		Rotational Assignment within OJCS or to other Agency Components